



Role Statement

Position title:	Team Leader	Position no:	Multiple
Classification:	PO4	Review date:	August 2024
Directorate:	Planning and Building		
Business unit:	Various		

About us

Our department's primary objective is the delivery of homes and housing options for South Australians. In response to the national housing crisis, we are committed to accelerating the build of a diverse range of housing options. We strive to find solutions to the urgent demand for housing security.

Our mission focuses on coordinating various portfolios related to housing, housing infrastructure, urban development, and planning. By ensuring sound decisions and efficient management, we strive to create sustainable, well-planned communities offering safe and affordable housing options.

Planning and Building, a directorate of the Department for Housing and Urban Development is an innovative and impactful team of land and built environment professionals that manage the planning and land use systems and policy tools for the state. This includes strategic planning, growth management, design and land use services – all with a focus on creating more vibrant, diverse and engaging places for our communities to thrive.

Join us in our endeavour to address one of the most pressing challenges of our time and make a tangible difference in the lives of our community.

OUR VALUES: Professionalism | Service | Respect | Courage and Tenacity | Collaboration and engagement | Trust | Sustainability | Honesty and Integrity |

About this role

The Team Leader is an innovative, senior professional, providing strategic leadership, direction and management to a professional team within Planning and Building. Working under broad direction, the role will be responsible for meeting key performance targets, having a focus on continuous improvement. Work is undertaken with high levels of professional independence and will enhance customer outcomes, drive growth and investment, and enhance the liveability and sustainability of our communities.

Who will you work with

- Manager (may report to one or more Managers)
- Planning and Building Directors
- State Planning Commission
- State Commission Assessment Panel
- Other DHUD staff
- State and Local Government agencies
- Statutory committees
- Development industry groups

Conditions

- Some out of hours' work may be required.
- Some intra state, international and interstate travel may be required.
- Required to maintain a safe working environment by adopting appropriate hazard management practices consistent with the role.
- Compliance with Government legislation, Code of Ethics for the SA Public Sector, Departmental policies and procedures, including information management, WHS and injury management, risk management, and the access / equity / diversity strategies of the public sector.
- Required to obtain a National Police Check prior to employment. A renewal will be required every 3 years.

What you will do

Key responsibilities

Planning Projects and Programs

Specified duties

- Ensure policy and project activities are delivered effectively and efficiently through project and procurement management and effective governance.
- Proactively acquire and engage the necessary contractor resources for projects to ensure timely project commencement.
- Operate under broad guidelines and minimal direction to direct and control complex objectives that require highly innovative responses and solutions.
- Provide expert specialised advice and consultancy to senior management, the State Planning Commission, State Commission Assessment Panel, Minister for Planning, external stakeholders and inter-agency committees regarding current relevant developments in the discipline and their potential implications.
- Provide expert input into the development of professional standards, objectives and priorities of assigned programs, projects, assets, systems and/or services that deliver DHUD's objectives, including the implementation of change initiatives.

Performance indicator/ measurement

- Develops and implements plans with clear strategy and outcomes and supports others to achieve these.
- Problems and concerns identified with solutions devised and implemented.
- Produces quality and up-to-date documentation.
- Completes work in accordance with legislative procedures and within legislated timeframes.
- All work outcomes achieved and completed.
- Work undertaken and/or delegated is detailed, accurate, and completed on time.

**Leadership and
Management of Direct
Reports**

- Plan and manage complex projects and allocate resources and work priorities to ensure that work outcomes are achieved within required standards and efficiencies.
- Undertake complex professional activities that are considered to be broad in scope, require considerable levels of professional judgement, and may include investigations, assessments, planning, change management and improvement functions.
- Identify system/process issues and devise and implement solutions.
- Prepare complex technical reports and correspondence for assigned programs, projects, assets, systems and/or services.
- Positively engage with team, providing leadership, encouragement and purpose.
- Ensure quality skills and work activities that support sustained work outcomes and results achievement.
- Supervise, train and guide staff, coordinate resources and ensuring the standard of work quality, service delivery and/or compliance with regulations, codes, and specifications meets the Section's objectives.
- Ensure equitable workloads across operational teams.
- Develop and implement workforce plans and succession plans.
- Performance review fully completed for each direct report.
- Team is developed and encouraged and highly skilled to meet work objectives and performance indicators.
- Performance issues promptly and appropriately addressed to ensure work value and outcomes are maintained.

Drive Culture

- Identify training and development needs and manage and implement the ongoing dedicated training and professional development of team members.
- Pro-actively safeguard the health and wellbeing of staff by ensuring safe work practices are undertaken by self and others in the workplace.
- Embrace and encourage diversity and cultural differences in the workplace.
- Pro-active measures are undertaken to adhere to and prevent injuries.
- Work practices are safe and Work Health and Safety legislation, policies and procedures are implemented.
- Individual differences are encouraged and accommodated in the workplace.

The capabilities you will bring

Technical expertise

- Excellent knowledge and understanding of the Planning, Development and Infrastructure Act 2016 and associated codes, regulations and procedures and skills and abilities to apply them in complex situations.
- A recognised degree or post graduate qualification that supports the relevant discipline of planning and development (Desirable)
- Eligible for Accreditation as 'Accredited Professional – planning level 1' under the Planning, Development and Infrastructure Act 2016 (Desirable).
- Working knowledge of the SA Online Planning and Design Code (Desirable).

Personal abilities

- Ability to apply professional skills and techniques to interpret, review and implement policy, legislation and regulations.
- Sound knowledge of planning and development processes and procedures.
- Skills and capacity to provide quality team leadership.
- High level written and oral communication skills.

Experience

- Experience working in a planning related role that involves policy development, strategic planning and/or development assessment.
- Experience working in a politically sensitive environment (Desirable).
- Experience in working in a government business environment (Desirable).